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You can read the recommendations in the user guide, the technical guide or the installation guide for HP LASERJET PRO MFP M127FN (CZ181A). You'll find the answers to all your questions on the HP LASERJET PRO MFP M127FN (CZ181A) in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual HP LASERJET PRO MFP M127FN (CZ181A)

User guide HP LASERJET PRO MFP M127FN (CZ181A)

Operating instructions HP LASERJET PRO MFP M127FN (CZ181A)

Instructions for use HP LASERJET PRO MFP M127FN (CZ181A)

Instruction manual HP LASERJET PRO MFP M127FN (CZ181A)



User Guide



M125-126



M127-128



M127-128



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Manual abstract:

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Download software updates. Join support forums. Find warranty and regulatory information. You can also go to www.hp.com/support for Worldwide support and other HP products. ENWW 11 Supported paper sizes and types Supported paper sizes Supported paper types Supported paper sizes NOTE: Size Letter Legal A4 A5 A6 B5 (JIS) Executive Postcard (JIS) Double Postcard (JIS) 16K 16K 16K 8.5 x 13 Envelope #10 Envelope Monarch Envelope B5 Envelope C5 Envelope DL Custom To obtain the best results, select the correct paper size and type in the print driver before printing. Dimensions 216 x 279 mm (8.5 x 11 in) 216 x 356 mm (8.5 x 14 in) 210 x 297 mm (8.3 x 11.7 in) 148 x 210 mm (5.8 x 8.3 in) 105 x 148 mm (4.1 x 5.8 in) 182 x 257 mm (7.2 x 10.1 in) 184 x 267 mm (7.3 x 10.5 in) 100 x 148 mm (3.9 x 5.8 in) 200 x 148 mm (7.9 x 5.8 in) 184 x 260 mm (7.2 x 10.3 in) 195 x 270 mm (7.7 x 10.6 in) 197 x 273 mm (7.8 x 10.8 in) 216 x 330 mm (8.5 x 13 in) 105 x 241 mm (4.1 x 9.5 in) 98 x 191 mm (3.9 x 7.5 in) 176 x 250 mm (6.9 x 9.8 in) 162 x 229 mm (6.4 x 9 in) 110 x 220 mm (4.3 x 8.7 in) 76 x 127 mm to 216 x 356 mm (3 x 5 in to 8.5 x 14 in) 12 Chapter 2 Paper trays ENWW Supported paper types NOTE: To obtain the best results, select the correct paper size and type in the print driver before printing.



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Plain Light 60–74g Midweight 96–110g Heavy 111–130g Extra Heavy 131–175g Monochrome Laser Transparency Labels Letterhead Preprinted Prepunched Colored Rough Bond Recycled Envelope Vellum ENWW Supported paper sizes and types 13 Load the input tray NOTE: When you add new paper, make sure that you remove all of the paper from the input tray and straighten the stack. Do not fan the paper. This reduces jams by preventing multiple sheets of paper from feeding through the product at one time. 1. Load the paper face-up with the top forward in the input tray.

The orientation of the paper in the tray varies depending on the type of print job. For additional information, see Table 2-1 Input tray paper orientation on page 15. 2. Adjust the paper guides until they are snug against the paper. 14 Chapter 2 Paper trays ENWW Table 2-1 Input tray paper orientation Paper type Preprinted or letterhead Duplex mode 1–sided printing or 2–sided printing How to load paper Face-up Top edge leading into the product Prepunched 1–sided printing or 2–sided printing Face-up Holes toward the left side of the product Envelopes 1-sided printing Face-up Top edge toward the right of the tray, postage end entering the product last ENWW Load the input tray 15 Tray adjustment for small paper sizes To print on paper shorter than 185 mm (7.3 in), use the short-paper extender to modify the input tray. 1. Remove the short-paper extender tool from the storage slot on the right side of the input area. 2. Attach the tool to the paper length guide on the input tray. 3. Load the paper into the tray, and then adjust the paper guides until they are snug against the paper. 16 Chapter 2 Paper trays ENWW 4. Push the paper into the product until it stops, and then push the paper length guide in so the extender tool supports the paper. 5.

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Download software updates. Join support forums. Find warranty and regulatory information. You can also go to www.hp.com/support for Worldwide support and other HP products. ENWW 19 Print tasks (Windows) □ □ □ □ □ How to print (Windows) Manually print on both sides (Windows) Print multiple pages per sheet (Windows) Select the paper type (Windows) Additional printing information How to print (Windows) The following procedure describes the basic printing process for Windows. 1. 2. From the software program, select the Print option. Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. 3. 4. 5. Click or tap the tabs in the print driver to configure the available options. Click or tap the OK button to return to the Print dialog box. Select the number of copies to print from this screen. Click or tap the OK button to print the job. Manually print on both sides (Windows) 1.

2. From the software program, select the Print option. Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. 20 Chapter 3 Print ENWW 3. Click or tap the Layout tab. 4. Select the appropriate duplex option from the Print on Both Sides Manually drop-down list, and then click or tap the OK button. 5. In the Print dialog box, click or tap the OK button to print the job.

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Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. 3. Click or tap the Layout tab. 4. Select the correct Orientation option from the drop-down list. ENWW Print tasks (Windows) 23 5. Select the correct number of pages per sheet from the Pages per sheet drop-down list, and then click or tap the Advanced button. 6. Select the correct Pages per Sheet Layout option from the drop-down list.

24 Chapter 3 Print ENWW 7. Select the correct Page Borders option from the drop-down list, click or tap the OK button to close the Advanced Options dialog box, and then click or tap the OK button to close the Properties or Preferences dialog box. 8. In the Print dialog box, click or tap the OK button to print the job. Select the paper type (Windows) 1. 2. From the software program, select the Print option. Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. ENWW Print tasks (Windows) 25 3.

Click or tap the Paper/Quality tab. 4. From the Media: drop-down list, select the correct paper type, and then click or tap the OK button to close the Properties or Preferences dialog box. 5. In the Print dialog box, click the OK button to print the job.

Additional printing information Go to www.hp.com/support to visit the support Web site for this product and for details about performing specific print tasks, such as the following: 26 Chapter 3 Print ENWW □ □ □ □ □ Select the paper size Select the page orientation Create a booklet Select the quality settings Select page borders ENWW Print tasks (Windows) 27 Print tasks (Mac OS X) □ □ □ □ □ How to print (Mac OS X) Manually print on both sides (Mac OS X) Print multiple pages per sheet (Mac OS X) Select the paper type (Mac OS X) Additional printing information How to print (Mac OS X) The following procedure describes the basic printing process for Mac OS X. 1. 2.

3. 4. Click the File menu, and then click the Print option. In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then select other menus to adjust the print settings. Click the Print button. Manually print on both sides (Mac OS X) NOTE: This feature is available if you install the HP print driver. It might not be available if you are using AirPrint.



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1. 2.

3. 4. 5. Click the File menu, and then click the Print option. In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then click the Manual Duplex menu. Click the Manual Duplex box, and then select a binding option. Click the Print button. The product will print the first side of all the pages in the document first. 28 Chapter 3 Print ENWW 6.

Retrieve the printed stack from the output bin, and place it with the printed-side facing down, top edge first in the input tray. 7. 8. At the computer, click the Continue button to print the second side of the job. If prompted, touch the appropriate control panel button to continue.

Print multiple pages per sheet (Mac OS X) 1. 2. 3. 4. 5.

6. 7. Click the File menu, and then click the Print option. In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then click the Layout menu. From the Pages per Sheet drop-down list, select the number of pages that you want to print on each sheet. In the Layout Direction area, select the order and placement of the pages on the sheet. From the Borders menu, select the type of border to print around each page on the sheet. Click the Print button. Select the paper type (Mac OS X) 1.

2. 3. 4. 5. Click the File menu, and then click the Print option. In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then click the Finishing menu. Select a type from the Media-type drop-down list. Click the Print button. Additional printing information Go to www.hp.com/support to visit the support Web site for this product and for details about performing specific print tasks, such as the following: ENWW Print tasks

(Mac OS X) 29 Create and use printing shortcuts or presets Select the paper size, or use a custom paper size Select the page orientation Create a booklet Scale a document to fit a specific paper size Print the first or last pages of the document on different paper Print watermarks on a document 30 Chapter 3 Print ENWW Web-based printing Several options are available for remote printing over the Internet. HP ePrint Use HP ePrint to print documents by sending them as an email attachment to the product's email address from any email enabled device. To use HP ePrint, the product must meet these requirements: The product must be connected to a wired or wireless network and have Internet access. HP Web Services must be enabled on the product, and the product must be registered with HP Connected.

LCD control panel 1. Find the product IP address. a. b. On the product control panel, press the Setup Open the following menus: 2.

3. Network Setup Show IP Address button. To open the HP Embedded Web Server, enter the product IP address into the address line of a Web browser on the computer. Click the HP Web Services tab on the HP Embedded Web Server, and then click Enable. The product enables Web Services, and then prints an information page. The information page contains the printer code that you use to register your HP product at HP Connected. 4. Go to www.hpconnected.com to create an HP ePrint account and complete the setup process.

Touchscreen control panel 1. 2. From the Home screen on the product control panel, touch the Web Services button. Touch the Enable Web Services button. The product enables Web Services, and then prints an information page. The information page contains the printer code that you use to register your HP product at HP Connected. 3. Go to www.hpconnected.com to create an HP ePrint account and complete the setup process.

For more information, go to www.hp.com/support to view additional information for your product. HP ePrint software The HP ePrint software makes it easy to print from a desktop or laptop computer to any HP ePrint-capable product. After installing the software, open the Print option from your application, and then select HP ePrint from the installed printers list.

This software makes it easy to find HP ePrint-enabled products that are ENWW Web-based printing 31 registered to your HP Connected account. The target HP product can be at your desk or in a remote location, such as a branch office or across the globe. For Windows, the HP ePrint software also supports traditional direct IP printing to local network printers on the network (LAN or WAN) to supported PostScript® products. Go to www.hp.com/go/eprintsoftware for drivers and information. NOTE: The HP ePrint software is a PDF workflow utility for Mac, and is not technically a print driver.

HP ePrint software for Mac supports print paths only through HP Connected and does not support direct IP printing to local network printers. AirPrint Direct printing using Apple's AirPrint is supported for iOS 4.2 or later. Use AirPrint to print directly to the product from an iPad, iPhone (3GS or later), or iPod touch (third generation or later) in the following applications: Mail Photos Safari iBooks Select third-party applications To use AirPrint, the product must be connected to the same wireless network as the Apple device. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to www.hp.com/go/airprint. NOTE: AirPrint does not support USB connections.

AirPrint provides print-only mobile functionality. AirPrint does not support scanning. 32 Chapter 3 Print ENWW Set up HP Wireless Direct Printing NOTE:

This feature is available with wireless models only and the product might require a firmware update to use this feature. The HP Wireless Direct Printing feature lets you print from your wireless mobile device directly to an HP Wireless Direct-enabled product without requiring connection to an established network or the Internet. Use HP Wireless Direct to print wirelessly from the following devices: iPhone, iPad, or iPod touch using Apple AirPrint or the HP ePrint mobile app Mobile devices that run Android or Symbian using the HP ePrint Home & Biz application Any Wi-Fi capable computer with any operating system. For more information on HP Wireless Direct, go to www.hp.com/go/wirelessprinting, and then click HP Wireless Direct. To set up HP Wireless

Direct from the control panel, complete the following steps: LCD control panel 1. 2.

At the product control panel, press the OK button to open the menus. Open the following menus: 3. Network Setup Wireless Menu Wireless Direct Select the On option, and then press the OK button. The product saves the setting and then returns the control panel to the Wireless Direct Settings menu.

Touchscreen control panel 1.

2. From the Home screen on the product control panel, touch the Wireless Open the following menus: 3. Wireless Menu Wireless Direct Settings On/Off button. Touch the On menu item. The product saves the setting and then returns the control panel to the Wireless Direct Settings menu.

ENWW Set up HP Wireless Direct Printing 33 34 Chapter 3 Print ENWW 4 Copy Make a copy Copy on both sides (duplex) Optimize copy quality Go to [www](http://www.hp.com).



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Join support forums. Find warranty and regulatory information. You can also go to www.hp.com/support for Worldwide support and other HP products.

ENWW 35 Make a copy LCD control panel 1. 2. 3. 4. 5.

Load the document on the scanner glass according to the indicators on the product. Close the scanner. At the product control panel, press the Number of Copies Select the number of copies. Press the Start Copy button to start copying. button.

Touchscreen control panel 1. 2. 3. 4. 5.

Load the document on the scanner glass according to the indicators on the product. Close the scanner. From the Home screen on the product control panel, touch the Copy button. Touch the arrows to change the number of copies, or touch the existing number and type the number of copies. Touch the Start Copy button to start copying. 36 Chapter 4 Copy ENWW Copy on both sides (duplex) 1. 2. 3. Load the document on the scanner glass according to the indicators on the product. Close the scanner.

Start the copy job. □ □ 4. 5. 6. LCD control panel: On the product control panel, press the Start Copy button Touchscreen control panel: From the Home screen on the product control panel, touch the Copy button. Retrieve the printed page from the output bin, and place it with the printed-side facing down, top edge first in the input tray. Flip the original document on the scanner glass to copy the second side. Start the copy job. □ □ LCD control panel: On the product control panel, press the Start Copy button Touchscreen control panel: From the Home screen on the product control panel, touch the Copy button. 7.

Repeat this process until you have copied all of the pages. ENWW Copy on both sides (duplex) 37 Optimize copy quality The following copy-quality settings are available: □ □ □ □ Auto Select: Use this setting when you are not concerned about the quality of the copy. This is the default setting. Mixed: Use this setting for documents that contain a mixture of text and graphics. Text: Use this setting for documents that contain mostly text.

Picture: Use this setting for documents that contain mostly graphics. LCD control panel 1. 2. 3. 4.

5. 6. Load the document on the scanner glass according to the indicators on the product. Close the scanner. On the product control panel, press the Copy Menu Open the Optimize menu. Use the arrow buttons to scroll through the options, and then press the OK button to select it. Press the Start Copy button to start copying. button. Touchscreen control panel 1. 2.

3. 4. 5. 6. Load the document on the scanner glass according to the indicators on the product. Close the scanner. From the Home screen on the product control panel, touch the Copy button. Touch the Settings button, and then scroll to and touch the Optimize button. Touch the arrow buttons to scroll through the options, and then touch an option to select it. Touch the Start Copy button to start copying.

38 Chapter 4 Copy ENWW 5 Scan □ □ Scan by using the HP Scan software (Windows) Scan by using the HP Scan software (Mac OS X) Go to

www.hp.com/support/ljMFPM125series, www.hp.com/support/ljMFPM126series, www.hp.com/support/ljMFPM127series, or www.hp.com/support/ljMFPM128series for HP's all-inclusive help for your product: □ □ □ □ Solve problems.

Download software updates.

Join support forums. Find warranty and regulatory information. You can also go to www.hp.com/support for Worldwide support and other HP products.

ENWW 39 Scan by using the HP Scan software (Windows) Use the HP Scan software to initiate scanning from software on your computer. You can save the scanned image as a file or send it to another software application. 1. Load the document on the scanner glass according to the indicators on the product.

NOTE: For best results, load small-size paper (Letter, A4, or smaller) with the long edge of the paper along the left side of the scanner glass.

2. 3. 4. 5. Click Start, and then click Programs (or All Programs in Windows XP). Click HP, and then select your product. Click HP Scan, select a scanning shortcut, and then adjust the settings if necessary. Click Scan. Click Advanced Settings to gain access to more options. NOTE: Click Create New Shortcut to create a customized set of settings and save it in the list of shortcuts.

40 Chapter 5 Scan ENWW Scan by using the HP Scan software (Mac OS X) Use the HP Scan software to initiate scanning from software on your computer. 1. Load the document on the scanner glass according to the indicators on the product. NOTE: For best results, load small-size paper (letter, A4, or smaller) with the long edge of the paper along the left side of the scanner glass. 2.

3. 4. Open the HP Scan software, which is located in the Hewlett-Packard folder inside the Applications folder. Follow the on-screen instructions to scan the document. When you have scanned all the pages, click the Done button to save them to a file.

ENWW Scan by using the HP Scan software (Mac OS X) 41 42 Chapter 5 Scan ENWW 6 Fax □ □ □ Connect and configure the product for fax Send a fax Create, edit, and delete speed-dial entries Go to www.hp.com/support/ljMFPM125series, www.hp.com/support/ljMFPM126series, www.hp.com/support/ljMFPM127series, or www.hp.com/support/ljMFPM128series for HP's all-inclusive help for your product: □ □ □ □ Solve problems. Download software updates.

Join support forums. Find warranty and regulatory information. You can also go to www.hp.com/support for Worldwide support and other HP products.

ENWW 43 Connect and configure the product for fax □ □ □ Connect the product Configure the product Install the HP Fax software (Windows, optional)

Connect the product The product is an analog device. HP recommends using the product on a dedicated analog telephone line. NOTE: Some countries/regions might require an adapter for the telephone cable that came with the product. 1. Connect the telephone cable to the fax port on the product and to the telephone jack on the wall.

2. (Optional) To connect an answering machine or extension phone, pull down the rubber plug from the telephone port on the product. Connect another telephone cable to the telephone port on the product and to the "line in" port on the answering machine or extension phone. 44 Chapter 6 Fax ENWW Configure the product How you configure the product varies depending on whether you set it up for standalone fax, with an answering machine, or with an extension phone. NOTE: □ □ □ □ Configuring the fax time, date, and header settings is required to use the fax feature.

Configure fax time, date, and header Configure for stand-alone fax Configure for an answering machine Configure for an extension phone Configure fax time, date, and header You might have configured these settings when you installed the software.



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You can configure these settings at any time by using the product control panel or the HP Fax Setup Wizard. □ □ Control panel LCD control panel 1. 2. 3. 4. 5. 6. 7. 8. On the product control panel, press the Setup button. Control panel HP Fax Setup Wizard (Windows) Select System Setup, and then select Time/Date. Select the 12-hour clock or 24-hour clock. Use the keypad to enter the current time, and then press the OK button. Select the date format.

Use the keypad to enter the current date, and then press the OK button. Select Fax Setup, and then select Fax Header. Use the keypad to enter your fax number, and then press the OK button. NOTE: The maximum number of characters for the fax number is 20. 9. Use the keypad to enter your company name or header, and then press the OK button. NOTE: The maximum number of characters for the fax header is 40. Touchscreen control panel 1. 2. 3. From the Home screen on the product control panel, touch the Setup Select Fax Setup, and then select Basic Setup. Select Time/Date. button. ENWW Connect and configure the product for fax 45 4. 5. 6. 7. 8. 9. Select the 12-hour clock or 24-hour clock.

Use the keypad to enter the current time, and then touch the OK button. Select the date format. Use the keypad to enter the current date, and then touch the OK button. Select Fax Header. Use the keypad to enter your fax number, and then touch the OK button. NOTE: The maximum number of characters for the fax number is 20. 10. Use the keypad to enter your company name or header, and then touch the OK button. To enter special characters that are not on the standard keypad, touch the @\$ button to open a keypad that contains special characters. NOTE: The maximum number of characters for the fax header is 40.

HP Fax Setup Wizard (Windows) 1. 2. 3. Click Start, and then click Programs. Click HP, click the name of the product, and then click Fax Setup Wizard. Follow the on-screen instructions to configure the fax settings. Configure for stand-alone fax You can use the product as a stand-alone fax machine without connecting it to a computer or a network. LCD control panel 1. 2. 3. 4. 5. 6. 7. 8.

On the product control panel, press the Setup button. Select System Setup, and then select Time/Date. Select the 12-hour clock or 24-hour clock. Use the keypad to enter the current time, and then press the OK button. Select the date format.

Use the keypad to enter the current date, and then press the OK button. Select Fax Setup, and then select Fax Header. Use the keypad to enter your fax number, and then press the OK button. NOTE: The maximum number of characters for the fax number is 20. 9. Use the keypad to enter your company name or header, and then press the OK button. NOTE: The maximum number of characters for the fax header is 40. 46 Chapter 6 Fax ENWW Touchscreen control panel 1. 2. 3.

From the Home screen on the product control panel, select Setup Select Fax Setup, and then select Fax Set-Up Utility. Follow the on-screen prompts and select the appropriate response for each question. NOTE: The maximum number of characters for the fax number is 20. The maximum number of characters for the fax header is 40. . ENWW Connect and configure the product for fax 47 Configure for an answering machine If you connect a telephone answering machine to the product, you need to configure the Rings to Answer and Answer Mode settings for the product. Follow these steps to configure the product: LCD control panel 1. 2. 3. 4.

On the product control panel, press the Setup button. Select Fax Setup, and then select Fax Recv. Setup. Select Rings to Answer. Set the product rings-to-answer setting for at least one ring more than the number of rings for which the answering machine is set.

Use the keypad to enter the number of rings, and then press the OK button. Press the Back button to return to the Fax Recv. Setup menu. 5. 6. 7. Select Answer Mode. Select TAM, and then press the OK button. With this setting, the product listens for fax tones after the answering machine has picked up the call. The product picks up a call if fax tones are detected. Touchscreen control panel 1. 2. 3. 4. From the Home screen on the product control panel, select Setup Select Fax Setup, and then select Basic Setup.

Select Rings to Answer. Set the product rings-to-answer setting for at least one ring more than the number of rings for which the answering machine is set. Use the keypad to enter the number of rings, and then touch the OK button. Select Back to return to the Basic Setup menu. . 5. 6. 7. Select Answer Mode. Select TAM, and then touch the OK button.

With this setting, the product listens for fax tones after the answering machine has picked up the call. The product picks up a call if fax tones are detected. Configure for an extension phone If you connect an extension phone to the product, you need to change some fax settings for the product to work with this configuration. Follow these steps to configure the product: LCD control panel 1. 2.

3. On the product control panel, press the Setup button. Select Fax Setup, and then select Fax Recv. Setup. Select Extension Phone.

48 Chapter 6 Fax ENWW 4. Make sure that the On option is selected. With this setting turned on, you can alert the product to pick up the incoming fax call by pressing 1-2-3 sequentially on the telephone keypad. Turn this setting off only if you use pulse dialing or if you have a service from your telephone company that also uses the 1-2-3 sequence. The telephone company service does not work if it conflicts with the product. 5. 6. 7. Press the Back button to return to the Fax Recv. Setup menu.

Select Answer Mode. Select Fax/Tel, and then press the OK button. With this setting, the product automatically picks up all calls and determines if the call is a voice or fax call. If the call is a fax call, the product handles the call as an incoming fax. If the incoming call is detected as a voice call, the product generates an audible synthesized ring to alert you of an incoming voice call. 8. 9. Press the Back button to return to the Fax Recv. Setup menu. Select Fax/Tel Ring Time.

10. Select the number of seconds after which the product should stop sounding the Fax/Tel audible ring to notify you of an incoming voice call, and then press the OK button. Touchscreen control panel 1. 2. 3.

4. From the Home screen on the product control panel, select Setup Select Fax Setup, and then select Advanced Setup. Select Extension Phone. Make sure that the On option is selected. With this setting turned on, you can alert the product to pick up the incoming fax call by pressing 1-2-3 sequentially on the telephone keypad.

Turn this setting off only if you use pulse dialing or if you have a service from your telephone company that also uses the 1-2-3 sequence. The telephone company service does not work if it conflicts with the product. 5. 6. 7. Select Back twice to return to the Fax Setup menu. . Select Basic Setup, and then select Answer Mode. Select Fax/Tel. With this setting, the product automatically picks up all calls and determines if the call is a voice or fax call.

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If the call is a fax call, the product handles the call as an incoming fax. If the incoming call is detected as a voice call, the product generates an audible synthesized ring to alert you of an incoming voice call. 8. 9. Select Back twice to return to the Fax Setup menu. Select Advanced Setup, and then select Fax/Tel Ring Time. 10. Select the number of seconds after which the product should stop sounding the Fax/Tel audible ring to notify you of an incoming voice call.

ENWW Connect and configure the product for fax 49 Install the HP Fax software (Windows, optional) With the HP Fax software, you can fax electronic documents from a computer if you meet the following requirements: □ □ □ The product is connected directly to the computer or to a network to which the computer is connected. The product software is installed on the computer.

The computer operating system is one that this product supports. NOTE: The HP Fax software that came with the product is the only computer fax program that works with the product. The product is not compatible with fax software produced by other manufacturers. If the HP Fax software is not installed on your computer, use one of the following methods to install the software. □ □ Software CD: Insert the software CD that shipped with your HP product into the computer, and then follow the on-screen instructions.

Download from the Web: Go to www.hp.com/support, click Drivers & Software, and then follow the on-screen instructions to download the latest HP software. NOTE: When prompted by the software installer, make sure that HP Fax Software is selected as one of the software components to install. 50 Chapter 6 Fax ENWW Send a fax □ □ Send a fax by dialing manually from the product control panel Send a fax using the HP software (Windows) CAUTION:

To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples.

Also, do not load photographs, small originals, or fragile originals into the document feeder. Send a fax by dialing manually from the product control panel LCD control panel 1. Load the document. □ □ If you are loading an original on the scanner glass, place it on the scanner glass face-down, in the left rear corner of the scanner glass. If you are loading multiple pages in the document feeder, load the pages face-up, and then adjust the paper guides until they are snug against the paper. NOTE: If documents are in the document feeder and on the scanner glass at the same time, the product processes the document in the document feeder and not the one on the scanner glass. 2. On the product control panel, use the keypad to enter the fax number. NOTE: To use access codes, credit cards, or calling cards, you must dial the fax number manually to allow for pauses and dialing codes. To send a fax to an international destination, dial manually to allow for pauses and international dialing codes.

You cannot use speed dials with access codes, credit cards, calling cards, or to dial international destinations. 3. Press the Start Fax button. The product starts the fax job. NOTE: If you are faxing from the scanner glass and your document includes multiple pages, follow the control panel prompts to confirm and load additional pages. Touchscreen control panel 1. Load the document. □ □ If you are loading an original on the scanner glass, place it on the scanner glass face-down, in the left rear corner of the scanner glass. If you are loading multiple pages in the document feeder, load the pages face-up, and then adjust the paper guides until they are snug against the paper. NOTE: If documents are in the document feeder and on the scanner glass at the same time, the product processes the document in the document feeder and not the one on the scanner glass.

2. From the Home screen on the product control panel, select Fax. ENWW Send a fax 51 3. Use the keypad to enter the fax number. NOTE: To use access codes, credit cards, or calling cards, you must dial the fax number manually to allow for pauses and dialing codes.

To send a fax to an international destination, dial manually to allow for pauses and international dialing codes. You cannot use speed dials with access codes, credit cards, calling cards, or to dial international destinations. 4. Select Start Fax. NOTE: If you are faxing from the scanner glass and your document includes multiple pages, follow the control panel prompts to confirm and load additional pages.

Send a fax using the HP software (Windows) 1. Load the document. □ □ If you are loading an original on the scanner glass, place it on the scanner glass face-down, in the left rear corner of the scanner glass. If you are loading multiple pages in the document feeder, load the pages face-up, and then adjust the paper guides until they are snug against the paper. NOTE: If documents are in the document feeder and on the scanner glass at the same time, the product processes the document in the document feeder and not the one on the scanner glass. 2. 3. 4. 5. Click Start, click Programs (or All Programs in Windows XP), and then click HP.

Click the product name, and then click HP Send Fax. The fax software opens. Enter the fax number of one or more recipients. Click Send Now. 52 Chapter 6 Fax ENWW Create, edit, and delete speed-dial entries You can store frequently dialed fax numbers (up to 100 entries) as speed-dial entries. □ □ Create and edit speed-dial entries Delete speed-dial entries Create and edit speed-dial entries LCD control panel 1. 2. 3. 4. 5.

6. On the product control panel, press the Setup Select Fax Setup, and then select Phone Book. Select Add/Edit. Select an unassigned number for the new entry, and then press the OK button. Use the keypad to enter the fax number for the entry, and then press the OK button.

Use the keypad to enter a name for the entry, and then press the OK button. Touchscreen control panel 1. 2. 3.

4. 5. 6. From the Home screen on the product control panel, touch the Fax button. Select Fax Menu, and then select Phone Book Setup. Select Individual Setup. Select an unassigned number from the list. Use the keypad to enter a name for the entry, and then touch the OK button. Use the keypad to enter the fax number for the entry, and then touch the OK button. Delete speed-dial entries LCD control panel 1.

2. 3. 4. On the product control panel, press the Setup Select Fax Setup, and then select Phone Book. Select Delete. Select the entry you want to delete, and then press the OK button. NOTE: If you want to delete all speed-dial entries, select Delete All. Touchscreen control panel 1. 2. From the Home screen on the product control panel, touch the Fax button.

Select Fax Menu, and then select Phone Book Setup. button. ENWW Create, edit, and delete speed-dial entries 53 3. 4. Select Delete Entry.

Select the entry you want to delete, and then touch the OK button. @@Download software updates. Join support forums. @@@@You can change the configuration without inserting the product CD. @@@@HP Web Services must be enabled on the product.



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1. 2. @@@@This process enables both HP Web Services and the Apps menu. @@This tool opens the HP Embedded Web Server for the product. @@@@1.
2. Click the Start button, and then click the Programs item. @@@@Actual supply life remaining can vary. @@@@Event Log: Shows a list of
all product events and errors. Device Information: Provides basic product and company information.

@@@@Configure which events cause the product to wake. @@System Setup: Change the system defaults for the product. Service: Perform the cleaning
procedure on the product. Save and Restore: Save the current settings for the product to a file on the computer. Use this file to load the same settings onto
another product or to restore these settings to this product at a later time. Administration: Set or change the product password. Enable or disable product
features. Tab or section Home tab Provides product, status, and configuration information. □ □ □ □ System tab Provides the ability to configure the product
from your computer. □ □ □ □ □ □ □ □ NOTE: The System tab can be password-protected.

If this product is on a network, always consult with the administrator before changing settings on this tab. Print tab Provides the ability to change default
print settings from your computer. Printing: Change the default product print settings, such as number of copies and paper orientation. These are the same
options that are available on the control panel. 58 Chapter 7 Manage the product ENWW Tab or section Fax tab Description □ □ □ Phone Book: Add or
delete entries in the fax phone book.

Junk Fax List: Set fax numbers to block from sending faxes to the product. Fax Activity Log: Review recent fax activity for the product. Networking tab
Provides the ability to change network settings from your computer. HP Web Services tab Network administrators can use this tab to control network-related
settings for the product when it is connected to an IP-based network. It also allows the network administrator to set up Wireless Direct functionality.

This tab does not appear if the product is directly connected to a computer. Use this tab to set up and use various Web tools with the product. ENWW HP
Device Toolbox (Windows) 59 HP Utility for Mac OS X Use the HP Utility for Mac OS X to view or change product settings from your computer. You can use
the HP Utility when the product is connected with a USB cable or is connected to a TCP/IP-based network. Open the HP Utility From the Finder, click
Applications, click Hewlett-Packard, and then click HP Utility. If HP Utility is not included, use the following procedure to open it: 1. 2. 3. 4. 5.

At the computer, open the Apple menu, click the System Preferences menu, and then click the Print & Fax icon or the Print & Scan icon. Select the product in
the left side of the window. Click the Options & Supplies button. Click the Utility tab. Click the Open Printer Utility button. HP Utility features The HP Utility
toolbar is at the top of every page. It includes these items: □ □ □ □ □ □ Devices: Click this button to show or hide Mac products found by the HP Utility in
the Printers pane at the left side of the screen. All Settings: Click this button to return to the HP Utility main page. HP Support: Click this button to open a
browser and go to the HP support Web site for the product. Supplies: Click this button to open the HP SureSupply Web site.

Registration: Click this button to open the HP registration Web site. Recycling: Click this button to open the HP Planet Partners Recycling Program Web site.
HP Utility consists of pages that you open by clicking in the All Settings list. The following table describes the tasks that you can perform with HP Utility.
Menu Information and Support Item Supplies Status Device Information Description Show the product supplies status and provides links for ordering supplies
online.

Show information about the currently selected product, including the product Service ID (if assigned), the firmware version (FW Version), the Serial Number,
and the IP address. 60 Chapter 7 Manage the product ENWW Menu Item File Upload Description Transfer files from the computer to the product. You can
upload the following types of files: □ □ □ HP LaserJet printer command language (.PRN) Portable document format (.PDF) Text (.
TXT) HP Connected Information Printer Settings Message Center Auto-off Access the HP Connected Web site. Display error events that have occurred with
the product. Configure the product to automatically turn off after a period of inactivity. You can adjust the number of minutes after which the product turns
off. Configure the network settings, such as the IPv4 settings, IPv6 settings, Bonjour settings, and other settings. Configure how the product should behave
when supplies are nearing the end of their estimated life. Change the paper size and type for each of the trays. Open the HP Embedded Web Server (EWS) for
the product. NOTE: USB connections are not supported. Network Settings Supplies Management Trays Configuration Additional Settings Fax Settings Basic
Fax Settings Junk Fax Blocking Fax Forwarding Fax Logs Fax Speed Dials Set up the fields in the fax header and configure how the product answers
incoming calls.

Store the fax numbers you want to block. Set up the product to send the incoming faxes to a different number. View the logs of all faxes. Add fax numbers to
the speed dial list. ENWW HP Utility for Mac OS X 61 Product security features The product supports security standards and recommended protocols that
help you keep the product secure, protect critical information on your network, and simplify the way you monitor and maintain the product. For in-depth
information about HP's secure imaging and printing solutions, visit www.hp.com/go/secureprinting. The site provides links to white papers and FAQ
documents about security features. Set or change the product password Use the HP Embedded Web Server to set a password or change an existing password
for a product on a network.

LCD control panel 1. Find the product IP address. a. b. On the product control panel, press the Setup Open the following menus: □ □ 2.

Network Setup Show IP Address button. To open the HP Embedded Web Server, enter the product IP address into the address line of a Web browser. NOTE:
You can also access the HP Embedded Web Server from the HP Device Toolbox for Windows or the HP Utility for Mac OS X. 3. Click the System tab, and
then click the Product Security link.

NOTE: If a password has previously been set, you are prompted to provide the password. Enter the password, and then click the Apply button. 4. 5. Enter the
new password in the New Password box and in the Verify Password box. At the bottom of the window, click the Apply button to save the password.

Touchscreen control panel 1. From the Home screen on the product control panel, touch the Network product IP address. 2. To open the HP Embedded Web
Server, enter the product IP address into the address line of a Web browser.



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NOTE: You can also access the HP Embedded Web Server from the HP Device Toolbox for Windows or the HP Utility for Mac OS X. 3. Click the System tab, and then click the Product Security link. NOTE: If a password has previously been set, you are prompted to provide the password. Enter the password, and then click the Apply button. button to find the 62 Chapter 7 Manage the product ENWW 4. 5. Enter the new password in the New Password box and in the Verify Password box. At the bottom of the window, click the Apply button to save the password. Lock the product 1.

You can attach a security cable to the slot on the back of the product. ENWW Product security features 63 Economy settings Print with EconoMode Configure the Sleep/Auto Off After setting Print with EconoMode This product has an EconoMode option for printing drafts of documents. Using EconoMode can use less toner. However, using EconoMode can also reduce print quality. HP does not recommend the full-time use of EconoMode.

If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge. NOTE: 1. 2. 3.

4. If this option is not available in your print driver, you can set it using the HP Embedded Web Server. From the software program, select the Print option.

Select the product, and then click the Properties or Preferences button. Click the Paper/Quality tab. Click the EconoMode check box. Configure the Sleep/Auto Off After setting LCD control panel 1. 2. On the product control panel, press the Setup Open the following menus: 3. System Setup Energy Settings Sleep/Auto Off After button.

Use the arrow keys to select the time for the Sleep/Auto Off delay, and then press the OK button. NOTE: The default value is 15 Minutes. 4. The product automatically wakes when it receives jobs or when you press a button on the product control panel. You can change which events cause the product to wake.

Open the following menus: System Setup Energy Settings Wake/Auto On Events To turn off a wake event, select the event, and then select the No option. 64 Chapter 7 Manage the product ENWW Touchscreen control panel 1. 2. From the Home screen on the product control panel, touch the Setup Open the following menus: 3. System Setup Energy Settings Sleep/Auto Off After button.

Select the time for the Sleep/Auto Off delay. NOTE: The default value is 15 Minutes. 4. The product automatically wakes when it receives jobs or when you touch the screen on the product control panel. You can change which events cause the product to wake.

Open the following menus: System Setup Energy Settings Wake/Auto On Events To turn off a wake event, select the event, and then select the No option. ENWW Economy settings 65 A Cartridge is low or Cartridge is very low message displays on the product control panel A Cartridge is low or Cartridge is very low message displays on the product control panel, and the product does not print. NOTE: Toner level warnings and indicators provide estimates for planning purposes only. When an indicator shows low-toner levels, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace cartridges until print quality becomes unacceptable.

Once an HP toner cartridge has reached "very low", HP's Premium Protection Warranty on that toner cartridge has ended. You can change the way the product reacts when supplies reach the Very Low state. You do not have to reestablish these settings when you install a new toner cartridge. Enable or disable the Very Low settings You can enable or disable the default settings at any time, and you do not have to re-enable them when you install a new toner cartridge. LCD control panel 1. 2. On the product control panel, press the Setup Open the following menus: 3. System Setup Supply Settings Black Cartridge Very Low Setting button. Select one of the following options, and then press the OK button: Select the Stop option to set the product to stop printing until you replace the toner cartridge. Select the Prompt option to set the product to stop printing and prompt you to replace the toner cartridge.

You can acknowledge the prompt and continue printing. Select the Continue option to set the product to alert you that the toner cartridge is very low, but to continue printing. Touchscreen control panel 1. 2. From the Home screen on the product control panel, touch the Setup Open the following menus: System Setup Supply Settings button. 66 Chapter 7 Manage the product ENWW 3. Black Cartridge Very Low Setting Select one of the following options:

Select the Stop option to set the product to stop printing until you replace the toner cartridge. Select the Prompt option to set the product to stop printing and prompt you to replace the toner cartridge. You can acknowledge the prompt and continue printing. Select the Continue option to set the product to alert you that the toner cartridge is very low, but to continue printing.

For models with fax, when the product is set to the Stop option there is some risk that faxes will not print after the new cartridge is installed if your product has received more faxes than the memory can hold while stopped. For models with fax, when the product is set to the Prompt option there is some risk that faxes will not print after the new cartridge is installed if your product has received more faxes than the memory can hold while the product is waiting for the prompt to be acknowledged. Once an HP toner cartridge has reached Very Low, HP's Premium Protection Warranty on that toner cartridge has ended. All print defects or cartridge failures incurred when an HP toner cartridge is used in Continue at very low mode will not be considered to be defects in materials or workmanship in the toner cartridge under the HP Print Cartridge Warranty Statement. ENWW A Cartridge is low or Cartridge is very low message displays on the product control panel 67 Replace the toner cartridge When a toner cartridge approaches the end of useful life, you are prompted to order a replacement.

You can continue printing with the current cartridge until redistributing the toner no longer yields acceptable print quality. 1. Lift the scanner assembly. 2. Open the top cover.

3. Remove the toner cartridge. 68 Chapter 7 Manage the product ENWW 4. Remove the new toner cartridge from the bag. Place the used toner cartridge in the bag for recycling. 5. Grasp both sides of the toner cartridge and distribute the toner by gently rocking the cartridge. CAUTION: Do not touch the shutter or the surface of the roller. 6. Bend the tab on the left side of the cartridge until the tab breaks loose.

Pull the tab until all the tape is removed from the cartridge. Place the tab and tape in the toner cartridge box to return for recycling. ENWW Replace the toner cartridge 69 7.



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